



DESOTO INDEPENDENT SCHOOL DISTRICT

Request for Proposals

Commercial Cafeteria Dishwasher Equipment -25-005

Issued by:

Desoto Independent School District

Closing: October 15, 2024 @ 2:00 p.m.

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KEY DATES AND INFORMATION

PROJECT NAME: COMMERCIAL CAFETERIA DISHWASHER EQUIPMENT -25-005

PROPOSAL DUE DATE & TIME: **October 15, 2024, NO LATER THAN 2:00 p.m.**

DELIVERY LOCATION:
Desoto ISD
Procurement Department
Administration Building
200 E. Beltline Road
Desoto, Texas 75115

**AWARD BY
BOARD OF TRUSTEES:** _____, _____ [Optional]

INTRODUCTION

1. Background

- 1.1. The Desoto ISD operates eleven (11) campuses and other facilities, all located in Dallas County, Texas. This request for proposal ("RFP") invites competitive offers to provide Large Commercial Kitchen Equipment ("Services") as specified herein.
- 1.2. Desoto ISD is an equal opportunity employer and does not discriminate in awarding of contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. Desoto ISD requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

2. Statement of Purpose

- 2.1. Through this RFP, Desoto ISD seeks to procure the best services at the most favorable, competitive prices and to give ALL qualified businesses, including those that are small, minority, service-disabled, or women-owned an opportunity to do business with Desoto ISD as contractors and subcontractors. Proposers must complete the Diversity Business Program Form (see attachment Business Diversity Form and classification definitions).
- 2.2. Desoto ISD has issued this RFP to define Desoto ISD minimum service requirements; solicit proposals; detail proposal requirements; and, outline Desoto ISD process for evaluating proposals and selecting the contractor.
- 2.3. Desoto ISD intends to secure a contract for **[commercial cafeteria dishwasher equipment for 5 Desoto ISD locations.]**

3. Scope of Service, Contract Period, and Required Terms and Conditions

- 3.1. The Sample Desoto ISD Contract/Agreement/Agreement details Desoto ISD required:
 - Agreement; and,
 - Terms and Conditions;
- 3.2. Desoto ISD Contract/Agreement/Agreement substantially represents the contract document that the Proposer selected by Desoto ISD will agree to and sign. A Proposal that limits or changes any of the terms or conditions contained in Desoto ISD Contract/Agreement must be approved by Desoto ISD or else may be considered non-responsive.

4. Contract Term

- 4.1. The term of the contract is one **(1) year** from date of award or the Effective Date, whichever is later.

5. RFP Communications

- 5.1. Interested Parties shall direct all communications regarding this RFP-25-005 to the following, who is Desoto ISD's only official point of contact for this RFP. -25-005

MICHAEL SMITH
PROCUREMENT MANAGER
DESOTO ISD
PURCHASING DEPARTMENT
200 E. BELTLINE ROAD
DESOTO, TEXAS 75115
972-223-6666 EXT. 8702
MICHAEL.SMITH02@DESOTOISD.ORG

- 5.2. Unauthorized contact regarding this RFP with employees or officials of Desoto ISD other than the named above may result in disqualification from this procurement process.
- 5.3. Desoto ISD has assigned the following RFP identification number that must be referenced in all communications regarding the RFP: **25-005**
- 5.4. Any oral communications shall be considered unofficial and non-binding with regard to this RFP.
- 5.5. Each Proposer shall assume the risk of the method of dispatching any communication or proposal to Desoto ISD. Desoto ISD assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic "postmarking" of a communication or proposal to Desoto ISD by a deadline date shall not substitute for actual receipt of a communication or proposal by Desoto ISD.

- 5.6. All written comments, including questions and requests for clarification, must be received no later than the Written Comments Deadline included in RFP Schedule of Events.
- 5.7. Desoto ISD reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. Desoto ISD's official responses and other official communications pursuant to this RFP shall constitute an addendum to this RFP.
- 5.8. Desoto ISD will convey all official responses and communications pursuant to this RFP to the potential Proposers to whom Desoto ISD mailed or sent an RFP.
- 5.9. Only Desoto ISD's official, written responses and communications shall be considered binding with regard to this RFP.

6. RFP Definition of Terms

- 6.1. **District** refers to the Desoto ISD, a political subdivision of the State of Texas. Desoto ISD may be used to refer collectively or individually, as applicable, to the campuses and other facilities that comprise the Desoto ISD.
- 6.2. **District Representative** refers to the persons named in the contract to give approval or render a decision, at the district level, regarding various aspects of: (a) use of the facilities or (b) the providing of Services as specified in the signed contract.
- 6.3. **Company, Proposer or Bidder** refers to a company that chooses to submit a Proposal to provide Services for Desoto ISD as specified in this RFP.
- 6.4. **Contractor** refers to the company awarded the contract to provide products and services for Desoto ISD as specified in this RFP.
- 6.5. **M/WBE** refers to a Company that is certified by an entity acceptable to Desoto ISD as being at least 51% owned, controlled, and operate by a person(s) that is an Anglo-American woman or Black/African American, Hispanic American, American Indian/Alaskan Native, American Asian, or American Asian Pacific. Certification must be by the North Central Texas Regional Certification Agency ("NCTRCA"), the State of Texas or other College-approved certifying entity on the date when Proposals are publicly opened, only the name of each Company will be read aloud.
- 6.6. **Proposal Documents** refer collectively to this RFP and all addenda, Company's proposal, and all plans, specifications, schedules and the like attached hereto, or incorporated herein as if attached hereto.
- 6.7. **Services** refers to maintenance and repairs inclusive of all labor, travel, parts, and materials needed to restore and/or keep Equipment and Software in proper operating condition and meet all the required deliverables specified herein.

7. Proposal Deadline

- 7.1. Proposals must be submitted no later than the Proposal Deadline detailed in RFP Schedule of Events. A proposal must respond to the written RFP and any RFP exhibits, attachments, or addendums. Late proposals will not be accepted.

7.2. Pre-Proposal/Walk-thru Conference

A Pre-Proposal/Walk-thru Conference will be held at the time and date in the RFP Schedule of Events. The purpose of the conference is to discuss the RFP scope of services and allow Proposers to meet with District personnel to clarify specification requirements or to conduct site visits, as necessary. No questions will be answered prior to the pre-proposal conference. Oral responses to any question(s) at the Pre-Proposal Conference shall be considered tentative and non-binding with regard to this RFP. Additional questions, as well as any questions asked at the Pre-Proposal Conference, concerning the RFP should be submitted in writing prior to the Written Comments Deadline date in the RFP Schedule of Events. Desoto ISD response to all questions raised at pre-proposal conference will be issued as described in RFP Communications section 5.0 and by the date detailed in the RFP Schedule of Events. Pre-Proposal/Walk-thru Conference attendance is not mandatory, and each potential Proposer may be limited to a maximum number of attendees depending upon space limitations. **Non-Mandatory -Walk thru - conferences will be held on Wednesday, September 25 & Thursday, September 26 @ 8:00 – 10:00 see attachment (page 14) for each day schedule.**

8. Written Questions/Answer Period

- 8.1. Questions regarding the RFP and its scope may be submitted in writing during the Question/Answer Period. The deadline for the Question/Answer Period is detailed in RFP Schedule of Events. The purpose of the written Question/Answer Period is to allow Proposers to submit any questions they may have in regard to the scope of services requested. Desoto ISD response to questions raised during the Question/Answer Period will be issued by Desoto ISD by the date detailed in RFP Schedule of Events.

9. Payment & Performance Bond

- 9.1. Desoto ISD shall require a payment & performance bond upon approval of a contract pursuant to this RFP. The amount of the payment & performance bond must be in the sum of contract dollar amount. The successful Proposer shall obtain the required performance bond in the form and substance acceptable to Desoto ISD and provide it to Desoto ISD no later than the Performance Bond Deadline date detailed in RFP Schedule of Events. Failure to provide the performance bond by the Performance Bond Deadline shall result in contract termination.]

RFP SCHEDULE OF EVENTS

The following Schedule of events represents Desoto ISD best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 5:00 p.m., (Central Time Zone)

RFP SCHEDULE OF EVENTS		
NOTICE: Desoto ISD reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Desoto ISD will communicate any adjustment to the Schedule of Events to potential Proposers.		
EVENT	TIME	DATE (all dates are District business days)
1. Advertisement Dates		September 13 & September 20
2. Pre-proposal Walk-Thru Conference		September 25 & 26 @ 8:00-10:00am -non-mandatory. See schedule attachment
3. Written Comments Deadline		September 27, 2024 @ 4:00pm
4. District Response to Written Comments		October 1, 2024 @ 4:00pm
5. Proposal Deadline		October 15, 2024 @ 2:00pm
6. District Completes Proposal Evaluations		TBD
7. Proposer Presentations, if requested by District		N/A
8. Performance Bond OR Certificate of Insurance Deadline (OPTIONAL if required)		November 19, 2024
9. Board of Trustees Approval		November 18, 2024
10. Contract Effective Date (TBD)		TBD